









# G-CLOUD 15

# SharePoint Intranet Service Description

Valto

# Valto builds the intelligent workplace of the future

Powered by Microsoft

Microsoft 365 · SharePoint · Power Apps · Teams · Azure · Intune · Copilot · Viva

## Valto is a Microsoft specialist committed to helping customers get more from Microsoft.

As a Microsoft Solutions Partner, we are experts in Microsoft Technologies including Modern Workplace, Microsoft 365, Azure, Business Applications, Data & AI.

One of our primary goals is to help "Change the World" by Impacting 1 million lives positively through social initiatives and working with non-profits.

## Our Vision

- Best place to work
- Biggest and best projects
- Happiest Customers
- Change the World
- Best Culture
- Best Talent

### MODERN WORKPLACE

DEVELOPING INTRANET, DOCUMENT MANAGEMENT AND HYBRID WAYS OF WORKING SOLUTIONS USING MICROSOFT TEAMS, SHAREPOINT, VIVA, AND OTHER MICROSOFT 365 SERVICES

### MICROSOFT 365 & AZURE

ASSISTING ORGANISATIONS MANAGING DEVICES INCLUDING DESKTOPS / MOBILES AND MIGRATING TRADITIONAL SERVERS INFRASTRUCTURE TO THE AZURE PUBLIC CLOUD

### BUSINESS APPLICATIONS

PROVIDING DEVELOPMENT SOLUTIONS AROUND THE MICROSOFT POWER PLATFORM INCLUDING POWER APPS, POWER BI AND POWER AUTOMATE

### DATA & AI

PROVIDING AI SOLUTIONS INCLUDING FABRIC, POWER BI, AZURE PRO CODE DEVELOPMENT AND COPILOT

### MANAGED SERVICES

PROVIDING MANAGED SERVICES FOR ALL THE PILLARS OUTLINED INCLUDING IT SUPPORT FOR ORGANISATIONS.

# Case Studies




## Chester Zoo Case Study

### Reducing waste through an efficient uniform ordering app to save money.

Chester Zoo staff members needed a way to keep track of previous orders and collections and an easier way to approve or reject any uniform related requests.

Click here to read more.

## Shape Talent Case Study

### How Valto Transformed Shape Talent's New Hire Experience

Valto helped Shape Talent streamline onboarding with a custom SharePoint solution, replacing manual training with an intuitive, branded hub. The system delivers clear, role-based learning journeys, reducing effort, impressing new hires, and giving Shape Talent full control to scale as they grow.

Click here to read more.







## The Players Foundation Case Study

### Empowering Charity Operations: How Valto Streamlined The Players Foundation's Beneficiary Management

Valto replaced The Players Foundation's manual Excel processes with a SharePoint system integrated with Xero, automating data entry and banking. This reduced errors, saved time, improved reporting, and gave the charity a more efficient, scalable administration

# Intranet Packages

## Essential Package

The Essential SharePoint Intranet is a great first step for organisations looking to get started with SharePoint. It includes a half day scoping session, a branded homepage, and a structured intranet for a business with up to five department sites. It comes with libraries for policies, knowledge, and employee onboarding and offboarding, a people directory, and built-in site analytics. Training is provided through recorded sessions and a video library to get your team up and running quickly. Optional add-ons such as multilingual support, Viva Engage communities, Dynamics newsletters, SharePoint agents, and file migration let your intranet grow with your organisation, supported by ongoing guidance for adoption and success.

| Feature | Essential |
|---|---|
| **Dedicated Consultancy** | ½ Day Scoping |
| **Branding** | Homepage Layout and Branding |
| **SharePoint & Teams Structure** | Single Business Unit/Org Unit Only.<br>Up to 5 Public SharePoint Department Sites. |
| **Policies** | Standard Policy Library within the intranet environment |
| **Knowledge Base** | Standard Knowledge Library within the Intranet environment |
| **Employee Onboarding/Offboarding** | Standard Onboarding Library within intranet environment |
| **People Directory** | People Directory Product included. |
| **Site Analytics** | OOB Site Analytics |
| **Training and Handover** | Recorded Handover Call.<br>Basic training Page with Videos. |
| **Intranet Adoption Audit** | Monthly review call with consultant<br>(for 3 Months) |

## Enhanced Package

The Enhanced SharePoint Intranet package is perfect for organisations looking to grow their SharePoint use. It supports a single business with up to ten public sites, ten private Teams, and custom sites, alongside a dedicated Viva Engage community and Dynamics newsletter. Key features include controlled documents, a structured knowledge base, onboarding and offboarding, a people directory, Microsoft Clarity analytics, and site lifecycle management. Supported content creation and comprehensive training ensure smooth adoption, with optional add-ons like multilingual support, SharePoint agents, and file migration to help the intranet grow with your organisation.

| Feature | Detail |
|---|---|
| **Dedicated Consultancy** | • 1 Day Scoping<br>• Deployment Checklist<br>• Adoption Support<br>• Initial Viva Campaigns.<br>• Governance Support |
| **Branding** | • Organisation Branding<br>• Homepage Layout and Branding |
| **SharePoint & Teams Structure** | • Single Business Unit/Org Unit Only.<br>• Up to 10 Public SharePoint Department Sites.<br>• Up to 10 Private Department MS Teams Workspaces.<br>• Up to 3 Custom SharePoint Sites.<br>• Up to 3 Custom Department MS Teams. |
| **Viva Engage Communities** | • Dedicated All Staff/Intranet Community.<br>• Up to 3 additional Communities built. |
| **Dynamics News Letter** | Dedicated SharePoint site for news and articles within the organisation. News can be split into different categories (e.g. Head Office News, Finance News etc). A one stop shop for everything going on at the business. |
| **Policies** | Controlled Documents Product inc. approval automation and read receipts. |
| **Knowledge Base** | Knowledge Base Product integrated with Controlled Documents, with page tagging/structure. |
| **Employee Onboarding/Offboarding** | Onboarding/Offboarding Product inc. pre-onboarding and automated task management. |
| **People Directory** | People Directory Product. |
| **Site Analytics** | Microsoft Clarity Configuration |
| **Site Life Cycle** | Site Expiration/Retention with automated review cycles. |
| **Content Creation** | Supported Content Creation.<br>(2 x 2 hours with client) |

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| **Training and Handover** | • Recorded Handover Call.<br>• Training Page with Videos.<br>• End User Training Session<br>• Champion Training Session<br>• Admin Training Session |
| **Intranet Adoption Audit** | Monthly review call with consultant<br>(for 6 months) |

# Intelligent Package

The Intelligent SharePoint Intranet Package is our most advanced solution, designed for organisations looking for a fully tailored, enterprise-ready intranet. It supports single or multiple businesses with up to 15 public sites, 15 private Teams, custom sites, external access, and targeted content. Features include a dedicated Viva Engage community with up to ten additional communities, Dynamics newsletter, controlled documents, a structured knowledge base, onboarding and offboarding, a people directory, and SharePoint agents integrated with policies and data. Analytics are delivered via Microsoft Clarity and Power BI, while site lifecycle management covers retention, sensitivity labels, and security assessments. Full content creation, large-scale file migration, and comprehensive training ensure a smooth rollout, with ongoing support and adoption guidance to maximise the intranet's value.

| Feature | Intelligent |
|---|---|
| **Dedicated Consultancy** | • 1 Day Scoping<br>• Deployment Checklist<br>• Adoption Support.<br>• Initial Viva Campaigns.<br>• Governance Support |
| **Branding** | Organisation Branding<br>Homepage Layout and Branding |
| **SharePoint & Teams Structure** | • Single Business Unit/Org Unit or Multiple Business Units/Org Units (Group Companies)<br>• Up to 15 Public SharePoint Department Sites.<br>• Up to 15 Private Department MS Teams Workspaces.<br>• Up to 5 Custom SharePoint Sites.<br>• Up to 5 Custom Department MS Teams.<br>• Up to 3 External/Guest Access Sites (e.g. Trustees)<br>• Targeted Content. |
| **Multilingual** | Up to 5 Languages supported. |
| **Viva Engage Communities** | • Dedicated All Staff/Intranet Community.<br>• Up to 10 additional Communities built. |
| **Dynamics News Letter** | Dedicated SharePoint site for news and articles within the organisation. News can be split into different categories (e.g. Head Office News, Finance News etc). A one stop shop for everything going on at the business. |
| **Policies** | Controlled Documents Product inc. approval automation and read receipts |
| **Knowledge Base** | Knowledge Base Product integrated with Controlled Documents, with page tagging/structure. |
| **Employee Onboarding/Offboarding** | Onboarding/Offboarding Product inc. pre-onboarding and automated task management. |
| **People Directory** | People Directory Product. |

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|---|---|
| **SharePoint Agents** | SharePoint Agent integrated with Policies, Knowledge and Department Data. |
| **Site Analytics** | Microsoft Clarity Configuration<br>Clarity Power BI Deployment |
| **Site Life Cycle** | • Site Expiration/Retention with automated review cycles.<br>• Document Retention Labels.<br>• Document Sensitivity Labels.<br>• SharePoint Security Assessment. |
| **Content Creation** | Full Content Creation. |
| **File Migration** | • Migration Planning Workshop<br>• Up to 3 TB of Data Migrated into SharePoint and Teams. |
| **Training and Handover** | • Recorded Handover Call.<br>• Training Page with Videos.<br>• End User Training Session<br>• Champion Training Session<br>• Admin Training Session |
| **Intranet Adoption Audit** | • Monthly review call with consultant (for 12 Months)<br>• Quarterly Adoption Report |